



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

PER DIEM STAFF NURSE

Class No. 000733

■ CLASSIFICATION PURPOSE

Under general supervision, to provide professional, specialized nursing care to adolescents and/or adult patients in a hospital or mental health facility; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

All positions of this class series are found in the Health and Human Services Agency. Incumbents may be assigned to skilled, long-term care nursing and mental health facilities.

Per Diem Staff Nurse is a part-time class that performs skilled nursing work in a long-term care facility. Incumbents in this class are experienced Registered Nurses who possess specialized skills in the areas of skilled, psychiatric, geriatric, and long-term care nursing and work on an hourly and part-time basis in temporary positions. The Per Diem Staff Nurse class differs from the Staff Nurse class series in that the latter are permanent positions and are responsible for the day -to-day delivery of skilled nursing patient care.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans and provides nursing care for patients.
2. Observes, identifies, interprets, records and reports changes in patients' conditions.
3. Administers medications and treatments.
4. Contacts patients' relatives to obtain relevant medical information.
5. Administers emergency care.
6. Arranges further medical attention when necessary.
7. Conducts a thorough assessment of the primary medical or psychological complaints and basic symptoms of communicable diseases prior to administering any treatment or medication.
8. Performs assessment of patients to make initial determination of patient condition, need for treatment, medications, and/or medical/psychiatric/dental referrals.
9. Conducts a thorough technical assessment: blood pressure, temperature, pulse, height, weight, venipuncture, urine tests, pregnancy tests, blood glucose, injections and inoculations, according to nursing protocols.
10. Responds promptly to facility emergencies with appropriate emergency response equipment and in accordance with appropriate mental and medical health protocols.
11. Plans and provides direct nursing care and treatment in accordance with established Standardized Nursing Procedures (SNP), and Edgemoor Hospital's policy and procedures.
12. Dispenses, prepares and administers immunizations and medications (unit doses, liquid and powder form) according to protocol.
13. Utilizes medical cart for dispensing medication in house units.
14. Identifies basic medical indications of alcoholism and substance abuse and overdose signs and symptoms.

15. Provides appropriate patient education according to Standardized Nursing Procedures (SNP).
16. Accurately follows oral and written instructions, including physician orders, Standardized Nursing Procedures (SNP), clinical protocols, and orders for treatment.
17. Interprets and complies with laws, rules, regulations, protocols, and procedures to include security requirements applicable to the Edgemoor Hospital setting.
18. Documents medical charts, all patient information and follows physician's written orders.
19. Maintains patient confidentiality.
20. Maintains accurate records and documentation of patient treatments, immunizations and lab results according to standard medical record keeping.
21. Identifies normal and abnormal laboratory results and uses common current medical terminology appropriately in written documents and verbal reports.
22. Uses and cares for medical equipment used in a clinical and dispensary setting.
23. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of nursing (anatomy, physiology, microbiology, social and legal aspects of nursing, nutrition and pharmacology).
- Medical procedures, medications, and equipment in current use.
- Patient safety and facility security policies and procedures.
- Emergency medical procedures.
- Common illnesses, diseases, disabilities, injuries and behavior patterns.
- Motivation and rehabilitation techniques.
- Principles and practices of community disease control, health prevention and promotion.
- Principles of interviewing, teaching and counseling.
- Principles of emotional, intellectual and physical aspects of health and nutrition.
- Program policies and procedures of hospitals, mental health facilities, and public health clinics.
- Community resources and services relevant to healthcare.
- Principles of supervision and training.
- Computer software programs and applications.
- Telephone, office, online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop appropriate nursing care plans.
- Observe, assess and evaluate patients' behavior, medical condition and care.
- Respond appropriately to medical and institutional emergencies.
- Prepare and maintain accurate records, charts and reports on patient activities and care.
- Train and supervise assigned paraprofessional and professional nursing staff.
- Communicate effectively with patients and their families, both individually and in-group settings.
- Coordinate patient care and treatment with other staff disciplines.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Offer assessments for Minimum Data Set/Residential Assessment Protocols (MDS - RAPS) and long-term care.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of full time registered nursing experience; OR,
2. Eighteen (18) months of full time registered nursing experience in the areas of skilled, psychiatric, geriatric and/or long-term care nursing; OR,
3. A master's degree from an accredited college or university or certified equivalency for foreign studies in a field closely related to one of the following areas of skilled, psychiatric, geriatric and/or long-term care nursing.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Must be able to lift up to 11 lbs., and occasionally 70 lbs.

■ SPECIAL LICENSES, NOTES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse License is required at time of application and must be maintained throughout employment.

Certification

Valid CPR card is required at the time of appointment and must be maintained throughout employment.

Working Conditions

May be subject to patients with communicable diseases and persons that may be potentially hostile or violent.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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